



# BULLETIN

S-25-23

Originator's Serial No.

July 1, 2022

Date

Transportation

Originating Office

June 30, 2023

Cancellation Date

**TO:** Area Office Associate Superintendents  
All Principals  
Administrative and Supervisory Personnel

**FROM:** Monica E. Goldson, Ed.D.  
Chief Executive Officer

**SUBJECT:** Trip Guidelines 2022-2023

I. **PURPOSE:** To provide information concerning procedures for all trips using Prince George's County Public Schools (PGCPS) buses. Requests must be submitted using the Department of Transportation Web Page ([www1.pgcps.org/transportation](http://www1.pgcps.org/transportation)).

II. **INFORMATION:**

A. **Dates of Operation:**

1. Trips may not be approved due to limited bus availability on the following dates due to mandatory Bus Inspections:
  - October 23 through December 02, 2022
  - February 26 through April 07, 2023
2. If you have a trip scheduled during these times that cannot be accommodated by PGCPS transportation, please contact a commercial carrier to make the necessary arrangements. The Purchasing Department has an approved vendor list that can be accessed through the PGCPS IntraWeb. However, in an effort to support our PGCPS Arts, Music, and Choral Programs, special arrangements have been made to transport students to and from school plays and any other musical productions held during this time period.
3. The final date for trips this school year is May 12, 2023. This date is set in compliance with the close of the billing cycle for the fiscal year.
4. The final date for all CBI/CRI, Job Sampling, and Work-Study buses is May 19, 2023.
5. Buses will be provided for all after-school activities between October 2, 2022, and May 12, 2023. Requests for extensions through May 19, 2023, for High School Assessment programs, should only be sent to the Director of Transportation for review.
6. Board of Education Policy Number 2513.2 prohibits the scheduling of tests, meetings, workshops, trips, or other special activities, such as the taking of student pictures or athletic events during or after the regular school day, on days of religious observance as indicated on the official school calendar. The holiday begins at sunset of the preceding day: October 24, 2022 (Diwali)

B. **Restrictions and Requirements:**

The following applies to **all trips** scheduled through the Transportation Department:

1. Trips must not interfere with a driver's regularly scheduled run or **scheduled** safety meetings. **Trips must not leave schools prior to 9:30 a.m. and buses must return to the school by 1:15 p.m.** The typical departure time from a field trip location is 12:30 p.m. to ensure buses are back at school by 1:15 p.m.
2. **Trip requests must be received in the Transportation Department 10 business days prior to the trip date.** Our first priority is to provide transportation to and from school. Any last-minute trips requested, with less than 10 business days prior to the trip, are subject to non-approval. The school bus fleet does not contain a separate set of buses designated for trip use. Transportation staff and requestors of trips will discuss individual circumstances.
3. **WHEN CANCELING A TRIP, THE SCHOOL IS RESPONSIBLE FOR NOTIFYING THE TRANSPORTATION DEPARTMENT 24 HOURS IN ADVANCE** by email at [field.trips@pgcps.org](mailto:field.trips@pgcps.org). Failure to do so will result in a

minimum one-hour charge on school days and three hours on non-school days. In case of inclement weather, the trip **must be canceled prior to the bus arriving at the school. Cancellation of weekend trips must be made by noon on Friday before the trip is scheduled to take place. Trips are billed from the time the bus leaves the bus lot until the bus returns to the bus lot.**

4. The number of passengers on a bus may not exceed **50** due to seating capacity. Standees are not permitted on buses.
5. To ensure that students arrive home on time, school administrators must schedule field trip buses to return to school by 1:15 p.m. Requests for field trip buses to arrive later than 1:15 p.m. are subject to non-approval.
6. The Smithsonian National Zoological Park (National Zoo) officials have advised PGCPs that the most hectic and problematic times of the week for them are Thursdays and Fridays due to extreme traffic congestion, the volume of buses from all over the region, and thousands of visitors. Safe and efficient operations are our goals. As such, **all** zoo trips may only be taken on **Monday, Tuesday, or Wednesday**. This will assist us in providing the best service possible.
7. The Department of Transportation is requesting that all schools that plan trips to the zoo ensure that their buses are back by 1:15 p.m. In order to reach this goal, students must return to their buses no later than 12:30 p.m. PGCPs afternoon buses waiting for contracted commercial carrier trip buses will be dismissed and will **not** be held at schools longer **than 10 minutes**.
8. The school must request a parking passcode by going to the Smithsonian National Zoo's website, <https://nationalzoo.si.edu/visit/parking-directions>, and reserve parking for the buses needed. After schools have received the parking code, they may submit their transportation request.
9. **A teacher or administrator must be in attendance on each bus for all trips.**
10. Trips may be requested for educational purposes only. Buses shall not be used for picnics, social activities, or **to transport spectators. Non-instructional and non-educational trips must be submitted to the Area Associate Superintendent's Office for approval before submission to the Transportation Department, i.e., skating, bowling, swimming, restaurants, etc. All trips leaving Prince George's County must have prior approval. The Area Office does not request transportation. Please adhere to the regional approval process for the safety, security, and identification of our students.**
11. Parents shall not be permitted to ride the school bus unless designated as chaperones. Younger children not enrolled in the school may **not** accompany their parents on the bus.
12. Eating is **not** permitted on the bus.
13. **Refreshment stops will not be permitted unless requested in advance.**
14. Bus drivers shall not, under any circumstances, take a trip unless they receive the proper form indicating that the trip has been approved.
15. Before any trip, a conference between the driver and the responsible teacher must occur. The driver must be informed in advance of the destination and directions by the requestor from the school. After receipt of the information, the driver will determine the safest and most efficient route to the destination.
  - a. Schools or departments requesting transportation will be responsible at the time of the trip for all parking fees, meter fees, tolls, and parking permits.
  - b. Double trips must be authorized by the Transportation Department in advance.
  - c. Trips are not permitted beyond a 50 miles radius beyond the Prince George's County boundary line.

### C. Procedures

TRIPS should follow the procedure listed below:

1. Trips will be billed at a rate of \$70.35 per hour with a minimum of one hour. Trips are billed from the time the bus leaves the bus lot until the bus returns to the bus lot. You should estimate travel time into your cost.
2. THE SCHOOL IS RESPONSIBLE FOR NOTIFYING THE TRANSPORTATION DEPARTMENT 24 HOURS IN ADVANCE of a trip cancellation by email at [field.trips@pgcps.org](mailto:field.trips@pgcps.org). Failure to do so will result in a minimum one-hour charge billed to the school on school days and a three-hour minimum on non-school days.
3. Schools shall not solicit drivers for trips. The Transportation Department will provide drivers and buses based on the school's initial request. All requests and confirmation will be done through email at [field.trips@pgcps.org](mailto:field.trips@pgcps.org).
4. **If confirmation is not received within 72 hours, please inquire about your request.**
5. Schools must submit their request using the online form located at [www1.pgcps.org/transportation](http://www1.pgcps.org/transportation), NO LESS THAN 10 BUSINESS DAYS IN ADVANCE OF THE REQUESTED TRIP.
6. The charge for trips will be automatically deducted from Oracle's School Operating Resource (SOR) account unless another account number is provided. The school must reimburse the SOR account if payment is from other sources.

7. Payment Checks should be made payable to the Board of Education and sent to the Treasury's Office, Room 113.
8. Upon the completion of the trip, the driver will show the completed form to the authorized school representative who will verify the information and sign it.
9. All requested field trips should arrive within 15 minutes of the scheduled pickup time. If the bus has not arrived within 15 minutes, please contact the Field Trip Office, at 301-952-6570 Monday-Friday, 6:00 a.m. - 6:00 p.m. **Refer to staff contacts on the transportation page of pgcps.org to call bus lots directly.**
10. If a requested bus has not arrived within 15 minutes of the scheduled pickup time during weekends, school holidays and after 6:00 p.m., please contact School Security at 301-499-7000.

### III. SPECIAL EVENTS AND ALL OTHER TRIPS:

Listed below are the procedures to be followed:

#### A. Howard B. Owens Science Center

1. Howard B. Owens Science Center will issue a calendar. Schools must review and confirm trips and class size with the Center. Once the schools have confirmed their trips, the Science Center staff will submit a schedule to the Transportation Department. Transportation Department staff will automatically arrange the necessary number of regular buses unless instructed otherwise. Any deviation from the schedule must be sent via email to [field.trips@pgcps.org](mailto:field.trips@pgcps.org).
2. THE SCHOOL IS RESPONSIBLE FOR NOTIFYING THE TRANSPORTATION DEPARTMENT AND HOWARD B. OWENS SCIENCE CENTER BEFORE CANCELING. Notification must be made 24 hours before the trip. If the trip is not canceled within the time limit, the school will be billed for a minimum of one hour. Trips are billed from the time the bus leaves the bus lot until the bus returns to the bus lot. You should estimate travel time into your cost.

#### B. Camp Schmidt

1. Once schools have confirmed their trips, Camp Schmidt staff will submit a bus schedule to the Transportation Department.
2. The Transportation Department will automatically arrange two regular buses. Each bus will hold 30 students, plus luggage. Any deviation from this must be sent via email to [field.trips@pgcps.org](mailto:field.trips@pgcps.org).
3. The average time of a field trip is 6.5 hours per bus. Camp Schmidt will be billed directly for 5th Grade Overnight trips, all other groups will need to order and pay for their trips.
4. Any trip scheduled after May 12, 2023, must be pre-approved and will be billed in advance based on the pre-calculated time of the trip by May 19, 2023.

#### C. Activity Buses

1. Schools must submit their request for activities requiring transportation using the online form located at [www1.pgcps.org/transportation](http://www1.pgcps.org/transportation), NO LESS THAN 10 BUSINESS DAYS IN ADVANCE OF THE REQUESTED TRIP.
2. Activity buses are billed at \$70.35 per hour, per bus. Trips are billed from the time the bus leaves the bus lot until the bus returns to the bus lot. You should estimate travel into your cost.
3. Pick-up times are to be scheduled after 5:00 p.m.
4. Requests will not be processed unless ALL required information is received. **The student list must be submitted before any routes are scheduled.**
5. Please allow 10 working days for processing.
6. Changes are to be submitted via email to [field.trips@pgcps.org](mailto:field.trips@pgcps.org).

#### D. Athletic Buses

1. Transportation requests for an entire season will be submitted at one time from the Athletic Supervisor. This includes transportation for cheerleaders, band, ROTC, or any additional buses needed.
2. If transportation is needed outside of the initial schedule submitted, transportation may only be granted if the request is made more than 24 hours before the event and an "athletic bus" is available.
3. All other requests must adhere to trip guidelines. Although there is only one bus per school each day, requests for more may be granted.
4. Additional buses will be available after 4:30 p.m. and billed at \$84 per hour.
5. Playoff and championship schedules must be submitted as soon as possible via email. All playoff games over

the 50-mile radius beyond the Prince George's County line must be submitted to the appropriate Area Office Associate Superintendent and Director of Transportation in advance for approval.

6. Additional buses will be billed to the school's SOR account unless another account number is submitted.

#### E. Commercial Carriers

The Transportation Department has secured Consolidated Safety Services, Inc. to approve and monitor private commercial carrier companies that transport PGCPs students. The Purchasing Department has an approved vendor list that can be accessed through the PGCPs IntraWeb. If you need any further assistance, please contact the Purchasing Department directly at 301-952-6560.

#### F. Junior Achievement Finance Park

1. The Junior Achievement Finance Park Office (JAFP) will issue a calendar. Schools must review and confirm trips and class sizes with the Junior Achievement Finance Park Office. Once the schools have confirmed the trips, the JAFP Office will submit a schedule to the Transportation Department.
2. Transportation Department staff and JAFP Office will arrange the necessary amount of regular buses and special transportation for students with special needs. Any deviation from the schedule must be sent via email [field.trips@pgcps.org](mailto:field.trips@pgcps.org) and the Junior Achievement Finance Park Supervisor.
3. **THE SCHOOL IS RESPONSIBLE FOR NOTIFYING THE TRANSPORTATION DEPARTMENT AND JUNIOR ACHIEVEMENT FINANCE PARK OFFICE BEFORE CANCELING.** Notification must be made 48 hours before the trip.
4. Academic Programs/Junior Achievement Finance Park Office will be billed directly for these trips.

#### G. Graduation Buses

1. As soon as graduation dates, locations and times are secured, an email should be sent to [field.trips@pgcps.org](mailto:field.trips@pgcps.org) to assist in pre-planning.
2. It is the responsibility of each high school administrator or administrator's designee to request buses for graduation.
3. The request must be made via email to [field.trips@pgcps.org](mailto:field.trips@pgcps.org). The request must be received by May 5, 2023. A maximum of four (4) buses are allowed per high school. Please be sure to include the following in your request:
  - Principal's Name
  - Contact Person
  - Contact Phone Number
  - Scheduled Date of Trip
  - Scheduled Times of Trip (start and return)
  - Destination
  - Number of Buses Requested
  - Number of Riders
  - Oracle Account String
4. All trips will be billed in advance based on a pre-calculated trip time by May 12, 2023.

#### IV. FILING INSTRUCTIONS: Retain this Bulletin for reference until June 30, 2023.



---

Monica E. Goldson, Ed.D.  
Chief Executive Officer

DISTRIBUTION: Lists 1, 2, 3, 4, 5, 6, and 10